

Thomas O. Forslund, Director

Governor Matthew H. Mead

## Memorandum

Date:

March 31, 2011

To:

Ambulance Directors and Interested EMTs

From:

Coleen King, EMT-I

Senior Trainer

Subject:

INSTRUCTOR COORDINATOR DEVELOPMENT (ICD) COURSE

The ICD course that Andy announced earlier will be meeting on May 13 and 14, 2011 in Cheyenne at The Holiday Inn. The course will begin at 10:00 hours on Friday, May 13, 2011 and conclude around 15:00 hours on Saturday, May 14, 2011.

This course is open to EMT-B, EMT-I, and Paramedics across Wyoming interested in offering First Responder (BEC), EMT-Basic and EMT-Intermediate courses and is a requirement to serve as an Instructor/Coordinator. Current certification as a Wyoming EMTP, EMT-I or EMT Basic is a prerequisite for recognition as a Coordinator by the OEMS.

Instructional techniques, classroom set-up, and the process for setting up an EMT course in Wyoming are just some of the topics that will be covered. There is a charge of \$15 that will secure your slot in the course. We will take people on a "first come, first serve" basis. If there are more than 20 participants, we will look at offering a second course in the fall of 2011.

Once your check is received, you will receive an instruction sheet for the preparation of a short topic for you to bring with you and present to the group, as well as hotel room information for Little America.

c: Andy Gienapp, Administrator, OEMS